

Operational Control Document	
A. Significant Environmental Aspect: Spill Prevention and Response	B. Objective(s): Comply with applicable regulations and other requirements.
C. Document Control Code: AMI-OC-2.04.4-1	D. Date: 2/22/2010
1. Source of Aspect (activities): <ul style="list-style-type: none"> • Chemical and petroleum product storage. • Transportation of chemicals. 	
2. Legal and Other Requirements (specific to activities): <ul style="list-style-type: none"> • Clean Water Act [Enacted October 18, 1972 as PL-2500, a comprehensive revision of the Federal Water Pollution Control Act; Now codified at 33 USC 1251-1376] (Amended every year between 1973 and 1983, and in 1987.) • Comprehensive Environmental, Response, Compensation and Liability Act (CERCLA) also known as "Superfund" [PL 96-510, 42 USC 9601-9657] 9Enacted Dec. 11, 1980; Amended 1982, and most recently by the "Superfund Amendments and Reauthorization Act of 1986" (SARA) [PL 99-499]]. • Resource Conservation and Recovery Act, 42 U.S.C. 6901, et seq.; Hazardous and Solid Waste Amendments, 42 U.S.C. 5901, et seq. • Oil Pollution Prevention and Response, 40 CFR 112 • FAA Policy and Guidance for Development of Spill Prevention Controls and Counter measures Plans • MMAC Spill Prevention and Responses Plan, AC Order 1050.4A • On-Site EOSH Support Services Contract, AMP-100A; Hazardous Waste Disposal Contract, AMP-100A 	
3. Operational Controls (such as technological, operational, procedural [and corresponding written controls, where applicable]): <ul style="list-style-type: none"> • Provide secondary containment for liquid hazardous materials and petroleum product storage. • Following a spill, measures will be utilized to stop and contain the spill immediately. • Annual inspection will be conducted on all storage and operating facilities containing petroleum products and hazardous chemicals. 	
4. Maintenance plan(s) for the operational controls: <ul style="list-style-type: none"> • Review and update this Operational Control document and associated Standard Operating Procedures annually. 	
5. Actions to be taken if controls fail: <ul style="list-style-type: none"> • Conduct after-action meeting to discuss necessary corrective actions. • Provide post incident training. • Follow up inspections to assess the newly implemented controls. 	

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6. Record(s):

- Annual employee training records on waste handling and emergency response procedures
- Spill log records
- Waste turn-in documents
- Waste management profile forms

7. Responsibility:

Controls (from Section 3 above)

Responsible Individual

Provide secondary containment for liquid hazardous materials and petroleum product storage.

Division or Section Manager

Following a spill, measures will be utilized to stop and contain the spill immediately.

Employee discovering spill

Awareness training will be provided to employees in spill prevention and response procedures.

Division Manager via AMP training

Annual inspection will be conducted on all storage and operating facilities containing petroleum products and hazardous chemicals.

Division Manager/Manager Designee

8. Competency (as evidenced by training, experience, or education.)

Title or Name

Competence

Division or Section Manager

Qualifications are listed on the applicable job description and job performance standards.

Organization Environmental Network Representative

Qualifications are listed on the applicable job description and job performance standards.

Applicable training as described in AC SUP 1 to Order 1054.

Employees working with or around liquid hazardous materials or petroleum products

Spill prevention and response awareness training or other training as appropriate

Authorization



Date

24 FEB 2010


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Operational Control Document

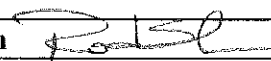
A. Significant Environmental Aspect: <p style="text-align: center;">Hazardous/Universal Waste Generation</p>	B. Objective(s): <p>Comply with applicable regulations and other requirements.</p>
C. Document Control Code: <p style="text-align: center;">AMI-OC-2.06-1</p>	D. Date: <p style="text-align: center;">2/22/2010</p>

1. **Source of Aspect (activities):**
 1. Unusable or non-spec waste fuel products from vehicles.
 2. Vehicle fueling.
 3. Storage of used batteries.
 4. Excessing of electronic equipment.
 5. Excessing of expired shelf life materials.
 6. Toner and toner cartridges.
 7. Lacquer and lacquer thinner containers.
2. **Legal and Other Requirements (specific to activities):**
 - Resource Conservation and Recovery Act, PL 94-580, 42 U.S.C. 6901-6907
 - Oklahoma Hazardous Waste Management Act and Rules
 - MMAC Waste Generator Management Procedures
 - Contracts: On-Site EOSH Support Services contract; AMP-100A; Hazardous Waste Disposal contract, AMP-100A; other contracts as specified in applicable organization operational control documents.
3. **Operational Controls (such as technological, operational, procedural [and corresponding written controls, where applicable]):**
 1. Standard Operating Procedure-Maintenance Contractor SOP 2-1.1 (Hazardous Waste Management Operations).
 2. In the event of a spill or leak, the MMAC Spill Prevention and Response Plan will be followed.
 3. Request training from AMP-100-A for all employees in AMI-700.
4. **Maintenance plan(s) for the operational controls:**
 - Review and follow Standard Operating Procedures developed and maintained by AMP annually.
5. **Actions to be taken if controls fail:**
 - Conduct after-action meeting to discuss necessary corrective actions.
 - Provide post incident training.
 - Follow up inspections to assess the newly implemented controls.
6. **Record(s):**
 - Annual employee training records on waste handling and emergency response procedures
 - Spill log records
 - Waste turn-in documents
 - Waste management profile forms

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7. Responsibility:	
Controls (from Section 3 above)	Responsible Individual
Standard Operating Procedure – Maintenance Contractor SOP 2-1.1 (Hazardous Waste Management Operations)	Maintenance Contract Project Manager
In the event of a spill or leak, the MMAC spill Prevention and Response Plan will be followed.	Maintenance Contract Environmental Coordinator & Maintenance Contract Safety Specialist / Quality Control
8. Competency (as evidenced by training, experience, or education.)	
Title or Name	Competence
Scott Freeman, AMI-700, Division Manager	Hazardous Waste Management Training (provided by AMP-100A)
Authorization 	Date 24 FEB 2010
Top Management	

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A. Significant Environmental Aspect: Hazardous Material Storage	B. Objective(s): Comply with applicable regulations and other requirements						
C. Document Control Code: AMI-OC-2.08-1	D. Date: 2/18/2010						
1. Source of Aspect (activities): <ul style="list-style-type: none"> Hazardous material purchasing and storage 							
2. Legal and Other Requirements (specific to activities): <ul style="list-style-type: none"> The Emergency Planning & Community Right-to-Know Act (EPCRA); 42 U.S.C. 11011 et seq. (1986) EPA Hazardous Chemical Reporting and Community Right-to-Know Requirements, 40 CFR 370 Executive Order (E.O.) 12856, Federal Compliance with Right-to-Know Laws and Pollution Prevention Requirements MMAC order, "Spill Prevention and Response Plan," AC Order 1050.4A MMAC order "Occupational Safety," AC Order 3900.21E Contracts: Contracts as specified in applicable organization operational control documents. 							
3. Operational Controls (such as technological, operational, procedural [and corresponding written controls, where applicable]): <ul style="list-style-type: none"> Conduct annual hazardous materials inventory and MSDS update review. 							
4. Maintenance plan(s) for the operational controls: <ul style="list-style-type: none"> Review and update this operational control document and associated work process instructions annually. 							
5. Actions to be taken if controls fail: <ul style="list-style-type: none"> Conduct after-action meeting to discuss necessary corrective actions. 							
6. Record(s): <ul style="list-style-type: none"> Hazardous materials inventories will be performed and forwarded to AMP-100A upon completion, with a copy inserted into the Hazardous Materials Coordinator's, AMI-700 local file. Maintain up to date, Material Safety Data Sheets (MSDS) on all stored chemicals. 							
7. Responsibility: <table border="1"> <thead> <tr> <th>Controls (from Section 3 above)</th> <th>Responsible Individual</th> </tr> </thead> <tbody> <tr> <td>Conduct annual hazardous material inventory and MSDS update review.</td> <td>Organization Environmental Network Representative or alternate.</td> </tr> </tbody> </table>		Controls (from Section 3 above)	Responsible Individual	Conduct annual hazardous material inventory and MSDS update review.	Organization Environmental Network Representative or alternate.		
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Title or Name	Competence						
Deann Crowley, AMI, Primary Environmental Network Representative	Qualifications are listed in the applicable job description and job performance standards.						
Elizabeth Probst, AMK-10, Primary Environmental Network Representative	Qualifications are listed in the applicable job description and job performance standards.						
Authorization  Top Management	Date 24 FEB 2010						

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Operational Control Document									
A. Significant Environmental Aspect: Energy Consumption	B. Objectives: Minimize energy consumption to the fullest extent practicable								
C. Document Control Code: ESC-OC-2.16-1	D. Date: 4-5-10 Revision Date:								
1. Source of Aspect (activities): <ul style="list-style-type: none"> Building lighting. Operation of computers and other office equipment. 									
2. Legal and Other Requirements (specific to activities): <ul style="list-style-type: none"> National Energy Conservation Policy Act, PL 95-619 Energy Policy Act of 1992, PL-102-486 E.O. 13221, Energy Efficient Standby Power Devices E.O. 13423, Strengthening Federal Environmental, Energy, and Transportation Management FAA Energy Order 1053.1A Contracts: Contracts as specified in applicable organization operational control documents 									
3. Operational Controls (such as technological, operational, procedural and corresponding written controls, where applicable): Encourage employees to follow the energy conservation measures outlined in Stanley A Sieg, Deputy Director, Aeronautical Center, memo on July 15, 2008. The measures include the following: <ul style="list-style-type: none"> Turn off lights in unoccupied areas and maximize the use of natural light where possible. Use task lighting and turning off general lighting where feasible. Turning off display and decorative lighting Restricting the use of personal food preparation and storage appliances in employee work areas, such as microwave and toaster ovens, refrigerators, and coffee makers. These items should be limited to designated break rooms Restricting the use of personal fans, space heaters, and air purifiers, etc. (prohibited under 41 CFR 101) Limiting requests for after hours, weekend and holiday heating, ventilation and air conditioning (HVAC) services to mission essential needs Ensuring that all thermostats in areas occupied by your organization are not set lower than 74 degrees during the summer cooling months. Encourage employees to follow the controls outlined in FAA Energy Order 1053.1A <ul style="list-style-type: none"> Controls include turning off energy using equipment when not in use. Equipment includes fans, personal computers, and printers and other devices that do not impact the performance of other employees and require minimum startup time. Turn off equipment at the end of the work day such as lighting, coffee pots, etc. 									
4. Maintenance plan(s) for the operational controls: <ul style="list-style-type: none"> Perform periodic walk through of organization Review operational controls annually 									
5. Actions to be taken if controls fail: <ul style="list-style-type: none"> Conduct after-action meetings to discuss corrective action 									
6. Record(s): <ul style="list-style-type: none"> Notes of corrective actions Records of annual reviews of operational controls 									
7. Responsibility: <table border="1"> <thead> <tr> <th>Controls (from 3 above)</th> <th>Responsible Individual</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> Remind personnel of responsibilities as outlined in FAA Energy Order 1053.1A </td> <td>ESC and Organization Environmental Network representative or alternate</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>		Controls (from 3 above)	Responsible Individual	<ul style="list-style-type: none"> Remind personnel of responsibilities as outlined in FAA Energy Order 1053.1A 	ESC and Organization Environmental Network representative or alternate				
Controls (from 3 above)	Responsible Individual								
<ul style="list-style-type: none"> Remind personnel of responsibilities as outlined in FAA Energy Order 1053.1A 	ESC and Organization Environmental Network representative or alternate								

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8. Competency (as evidenced by training, experience, or education.)	
Title or Name	Competence
Elizabeth Probst, AMK-10, Primary Environmental Network representative	Requirements per AC SUP Order 1054.1
Alternate Environmental Network representative <ul style="list-style-type: none">• Amy Martin, AMZ-10• Deann Crowley, AMI-10• Karen Durao, AME-10	Requirements per AC SUP Order
Authorization	
<i>Mia Zwick 5/2/10</i>	
<i>for</i> Marshal Gimpel, Program Director, AMK-1	Date: 4/6/2010

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Operational Control Document	
A. Significant Environmental Aspect: Solid (non-hazardous) Waste Generation	B. Objectives: Comply with all applicable regulations and other requirements
C. Document Control Code: ESC-OC-2.5-1	D. Date: 4-5-10 Revision Date:
1. Source of Aspect (activities): <ul style="list-style-type: none"> • Generation of waste paper from office activities. • Activities related to government acquisition. 	
2. Legal and Other Requirements (specific to activities): <ul style="list-style-type: none"> • Solid Waste Disposal Act, PL 89-272 • Resource Conservation and Recovery Act, PL 94-580, 42 U.S. C., 6901-6907 • E.O. 13423, Strengthening Federal Environmental, Energy, and Transportation Management • OAC 252:515 Management of Solid Waste • DOT Green Procurement Program, August 2007 • On-Site EOSH Support Services Contract, AMP-100A: other contracts as specified in applicable organization operational control documents. 	
3. Operational Controls (such as technological, operational, procedural and corresponding written controls, where applicable): <ul style="list-style-type: none"> • MMAC Recycling program- encourage employees to participate in Center wide programs, e.g. cardboard, paper, aluminum, plastic and Styrofoam. • Purchase recycled office products, e.g. paper- Review E.O 13423 with organization office administrators regarding guidelines in purchasing recycled products. 	
4. Maintenance plan(s) for the operational controls: <ul style="list-style-type: none"> • Review purchase of office supplies quarterly 	
5. Actions to be taken if controls fail: <ul style="list-style-type: none"> • Conduct after-action meetings to discuss corrective actions 	
6. Record(s): <ul style="list-style-type: none"> • Quarterly review records • Notes of corrective actions 	
7. Responsibility:	
Controls (from 3 above)	Responsible Individual
<ul style="list-style-type: none"> • MMAC Recycling program 	ESC and Organizational Environmental Network Representative or Alternate
<ul style="list-style-type: none"> • Purchase recycled office products 	ESC and Organizational Environmental Network Representative or Alternate
8. Competency (as evidenced by training, experience, or education.)	
Title or Name	Competence
Elizabeth Probst, AMK-10, Primary Environmental Network Representative	Requirements per AC SUP Order 1054.1
Alternate Environmental Network Representative <ul style="list-style-type: none"> • Amy Martin, AMZ-10 • Deann Crowley, AMI-10 • Karen Durao, AME-10 	Requirements per AC SUP Order 1054.1
Authorization	
<i>Michael J. Gimpel</i>	
Marshal Gimpel, Program Director, AMK-1	Date 4/6/2010